DRAFT (JULY, 2000) SUMMARY OF
OVERARCHING BLM INFORMATION TECHNOLOGY (IT)
GOALS AND PRINCIPLES

First Reference Set:
BLM BUSINESS PRINCIPLES, adopted by the ELT are as follows:

- ▸ Manage natural resources for multiple-use and long-term value
- ▸ Be customer focused and responsive
- ▸ Adhere to applicable laws
- ▸ Work in partnerships
- ▸ Make sound business decisions
- ▸ Provide broad access to public information
- ▸ Be an adaptive organization

Second Reference Set:
BLM GOALS FOR USE OF INFORMATION TECHNOLOGY (IT):

1. Provide Convenient Access to Information and Services
2. Deliver Timely and Effective Responses to Customer Requirements
3. Guarantee a Reliable Communication and Computer Infrastructure
4. Effectively Manage BLM Information/Knowledge Assets
5. Effectively Manage BLM Technology Assets
6. Effectively Support BLM People (Human Resource Assets)

Third Reference Set:
TEN FUNDAMENTAL PRINCIPLES OF INFORMATION TECHNOLOGY (IT)
UTILITY (Within context of BLM Business Principles, Goals and the Architecture):

1. *BLM's ultimate IT goal is to provide citizens, our customers, and BLM employees with timely, convenient access* to appropriate information and services through the use of technology.
2. *Business needs drive information technology solutions.* Strategic partnerships will be established between the customer and BLM so that the benefits of IT are leveraged to maximize the productivity of BLM employees and improve customer services.
3. *Evaluate business processes for redesign opportunities before automating them.* Use new technologies to make new business methods a reality. Exploit functional commonality across organizational boundaries.
4. *Manage Information Technology assets as an investment*:
   a. Annually allocate funds sufficient to replace systems and equipment before their life-cycle end. Address project and infrastructure requirements through

a multi-year planning and funding strategy.

    b.   Limit resources dedicated to "legacy systems" -- hardware and software approaching the end of its useful life -- to absolutely essential or mandated changes. Designate systems as "legacy" and schedule their replacement. This approach will help focus investments toward the future rather than the present or past.

    c.   Invest in education and training to ensure the technical staffs in national and field offices understand and can apply current and future technologies.

5. *Implement contemporary, but proven, technologies.* BLM will stay abreast of emerging trends through an ongoing program of technology evaluation. New technologies will be introduced through pilot projects where both the automation and its business benefits and costs can be evaluated prior to any Bureau-wide adoption or full-scale deployment occurs.

6. *Hardware and software will adhere to open (vendor-independent) standards and minimize proprietary solutions.* This approach will promote flexibility, interoperability, cost effectiveness, and mitigate the risk of dependence on individual vendors.

7. *Manage the enterprise network as a fundamental building block of BLM's IT architecture.* The network will connect modern workstations and servers; will provide both internal and external connectivity; will be flexible, expandable, and maintainable; be fully integrated using open standards and capable of providing for the free movement of data, graphics, image, video, and voice.

8. *Approach IT undertakings as a partnership between headquarters and the field*; providing for a combination of centralized and distributed implementation. Combine the responsibility and knowledge of national and field staff, as well as outside contract support, within a consistent framework of BLM IT standards. Establish strategic cooperative arrangements with public and private enterprises to extend limited resources.

9. *Emphasize the purchase and integration of top quality, commercial-off-the-shelf (COTS) software -- with minimal customization --* to speed the delivery of new business applications. This may require redesigning some existing work processes to be compatible with off-the-shelf software packages. Utilize modern, efficient methods and labor-saving tools in a cooperative application development environment. A repository for common information objects (e.g., databases, files, records, methods, application inventories) will be created, shared and reused.

10. *Capture data once in order to avoid cost, duplication of effort and potential for error; and share the data whenever possible.* Establish and use common data and common databases to the fullest extent. A data administration function will be responsible for establishing and enforcing data policy, data sharing and access, data standardization, data quality, identification and consistent use of key corporate identifiers.

Fourth Reference Set:

IRM ORGANIZATION MISSION AND GOALS

The BLM IRM Organization will deliver quality and innovative information technology solutions to achieve the following goals:

Goal 1: Deliver timely and effective responses to customer requirements through teamwork.

Goal 2: Provide vision, leadership, and a framework for evaluating emerging technologies and implementing proven information technology solutions.

Goal 3: Provide citizens, external customers, and BLM staff with convenient access to appropriate information and services through technology.

Goal 4: Work with BLM offices to improve business operations by thoroughly understanding business needs and by planning, implementing and managing the best information technology solutions available.

Goal 5: Guarantee a reliable communication and computer infrastructure on which to efficiently conduct BLM business operations today and in the future.

Goal 6: Effectively communicate information about plans, projects, and achievements to BLM staff and customers.

Goal 7: Develop and maintain technically skilled staff who are competent in current and emerging information technology, and a user community that understands and can employ modern technologies to maximize business benefits.

Goal 8: Ensure effective technical and fiscal management of the BLM's IRM operations, resources, technology projects, and contracts.